About the Learning Resource Library

The Massachusetts ISPI Chapter's Learning Resource Library is a volunteer-operated lending library. Members may borrow any circulating materials for one month free of charge. Borrowing privileges are free as the library is a benefit of chapter membership. Materials are picked up and returned at chapter meetings.

Since the library's inception in 1997, all materials have been generously donated by book publishers, software vendors, authors, corporations, and individuals who support the goals of professional development for our members.

The library contains approximately 100 items, mostly in the form of nationally published books. For a complete listing of all library items, see the Library Catalog listed below. This catalog is periodically updated and made available at chapter meetings.

How To Use the Library

• Review Library Listings and select an item
• To request an item for loan, send an email to Wendi_Braun@msn.com. Note your name, item title, and the meeting you will attend to pick up the item.
• If items is currently borrowed by another member, you will be notified as such and when the time will be available for loan.
• All borrowed items are due at the next chapter meeting, unless other arrangements are made with ISPI librarian. If you can't make it to the meeting, you might ask a colleague who is attending to return your borrowed materials for you.
• You can also return by mail, insuring any item worth more than $20.00. Mail should be addressed to:

  ISPI of Massachusetts
  Learning Resource Library
  P.O. Box 3112
  Woburn, MA 01888

• Library materials may be renewed once, and possibly a second time, if there is no waiting list. Email Wendi_Braun@msn.com with request.

• Currently, there are no overdue fees. With your cooperation, we can keep it this way. If you have an overdue item, please give us a call and make arrangements to return it. This will help us to keep track of circulating materials and ensure that borrowed items haven't been forgotten or lost.

The Small Print

When you borrow library materials, you are responsible for returning them in good condition, in a timely way.

• If you lose a library item or do not return it within 3 months of its due date, you may be required to pay the replacement cost of the library material.
• If the library item is damaged, you may be required to pay the replacement cost of the library material.
• Until the costs of damaged or lost library items are paid, borrowing privileges are suspended.

Help the Library Grow

As a volunteer-run program, the Learning Resource Library welcomes the involvement of all interested chapter members. There are many ways that you can help. For example:

• Help oversee the library table at a chapter meeting,
• Solicit a book, video, and/or software donation,
• Write an article for the chapter newsletter's Library Update column,
• Perform an administrative activity,
• Donate a book or video.

We also welcome your ideas and feedback on how the library might better serve our chapter members' needs.
The following is a list of all library materials available for loan by Massachusetts ISPI chapter members.

1. **The 1999 Training and Performance Sourcebook** by Mel Silberman (Patricia Philips)
2. **The 2001 Team and Organization Development Sourcebook** by Mel Silberman (Patricia Philips)
3. **The 2001 Training and Performance Sourcebook** by Mel Silberman (Patricia Philips)
4. **The 2003 Team and Organization Development Sourcebook** by Mel Silberman (Patricia Philips)
5. **The 2003 Training and Performance Sourcebook** by Mel Silberman (Patricia Philips)
6. **7 Habits of Effective People** by S. Covey
7. **7 Smarts, Games To Explore Multiple Intelligences** by Thiagi and Raja Thiagarajan
8. **Achieving a Leadership Role for Training** by Judith Hale and Odin Westgaard
10. **Advanced Web – Based Training; Strategies** by Margaret Driscoll and Saul Carliner
11. **Analyzing Performance Problems** by Robert F. Mager
12. **Basic Technical Writing, 3rd Edition**, by Herman M. Weisman
13. **Beyond Keystrokes: Discovering Your Computer Learning Style** by Sally M. Trussell
14. **Beyond Transfer of Training: Engaging Systems to Improve Performance** by Mary Broad
15. **Building Business Acumen for Trainers** by Terrence L. Gargiulo
16. **Building Expertise: Cognitive Methods for Training and Performance Improvement** by Ruth Clark
18. **Coaching Yourself to Leadership** by Ginny O’Brien
20. **Creating the Ergonomically Sound Workplace Setting; Designing the Work Environment for Optimum Performance** by Lee T. Ostrom
22. **The Deming Management Method** by Mary Walton
24. **Designing and Managing Computer Mediated Learning: An Interactive Toolkit, 3rd edition** by Diane M. Gayeski, Ph.D.
25. **Designing Training Programs: The Critical Events Model** by Leonard Nadler
26. **Designing Web-Based Training** by William Horton
27. **Designing Work Groups, Jobs, and Work Flow** by Toni Hupp, Craig Polak, and Odin Westgaard
28. **Developing Attitude Toward Learning** by Robert F. Mager
29. **Developing the Foundation for Change** by Mary V. Gelinas and Roger G. James
30. **Developing Technical Training** by Ruth Colvin Clark.
31. **Developing Vocational Instruction** by Robert F. Mager and Kenneth M. Beach, Jr.
32. **The Direction of Performance Improvement** by ISPI Publications
33. **Discovering the Future: The Business of Paradigms** by Joel Arthur Barker
34. **E-Learning Strategies for Delivering Knowledge in the Digital Age** by Marc J. Rosenberg
<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Authors</th>
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<tr>
<td>35.</td>
<td>Effective Learning Environments: Creating a Successful Strategy for Your Organization</td>
<td>Reza Sisakhti</td>
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<td>36.</td>
<td>Emotional Intelligence</td>
<td>Daniel Goleman</td>
<td>New!</td>
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<td>38.</td>
<td>Evaluating Training Programs: The Four Levels, 2nd Edition</td>
<td>Donald L. Kirkpatrick</td>
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<td>39.</td>
<td>The Fifth Discipline; The Art and Practice of the Learning Organization</td>
<td>Peter M. Senge</td>
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<td>41.</td>
<td>First Things First</td>
<td>Stephen R. Covey, A. Roger Merrill, and Rebecca R. Merrill</td>
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<td>Flawless Consulting: A Guide to Getting Your Expertise Used</td>
<td>Peter Block</td>
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<td>43.</td>
<td>Flawless Consulting Field book and Companion</td>
<td>Peter Block &amp; 30 Flawless Consultants</td>
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<td>45.</td>
<td>Games That Drive Change</td>
<td>Carolyn Nilson</td>
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<td>46.</td>
<td>Games Trainers Play</td>
<td>Edward E. Scannell</td>
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<td>47.</td>
<td>Graphics for Learning; Proven Guidelines for Planning, Designing and Evaluating Visuals in Training Materials</td>
<td>Ruth Colvin Clark and Chopeta Lyons</td>
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<td>48.</td>
<td>The Handbook of Human Resource Development</td>
<td>Leonard Nadler</td>
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<td>51.</td>
<td>Human Competence: Engineering Worthy Performance</td>
<td>Thomas F. Gilbert</td>
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<td>52.</td>
<td>Human Resource Development in Transition: Defining the Cutting Edge</td>
<td>Hallie Preskill and Robert L. Dilworth (editors)</td>
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<td>53.</td>
<td>Improve Your Memory, Third Edition</td>
<td>Ron Fry</td>
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<td>54.</td>
<td>Improving Performance: How to Manage the White Space on the Organization Chart</td>
<td>Geary A. Rummler and Alan P. Brache</td>
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<td>55.</td>
<td>Informal Learning: Rediscovering the natural Pathways that Inspire Innovation and</td>
<td>Jay Cross</td>
<td>New!</td>
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<td>56.</td>
<td>Performance by Howard Gardner</td>
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<td>57.</td>
<td>Interactive Experiential Training</td>
<td>Sivasilam Thiagarajan with Raja Thiagarajan</td>
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<td>58.</td>
<td>Interactive Experiential Training: 10 Breakthrough Strategies</td>
<td>Sivasilam Thiagarajan with Raja Thiagarajan</td>
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<td>59.</td>
<td>Intervention Resource Guide: 50 Performance Improvement Tools</td>
<td>Danny G. Langdon, Kathleen S. Whiteside, and Monica M. McKenna, editors</td>
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<td>60.</td>
<td>Introduction to Performance Technology</td>
<td>Robert Mager, Allison Rossett, Roger Kaufman et al.</td>
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<td>61.</td>
<td>Just Resumes: 200 Powerful and Proven Successful Resumes to Get That Job</td>
<td>Kim Marino</td>
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<td>63.</td>
<td>Making Quality Work: A Leadership Guide for the Results-Driven Manager</td>
<td>Y.S. Chang, George Labovitz, and Victor Rosansky</td>
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<td>64.</td>
<td>Managing Interactive Video/Multimedia Projects</td>
<td>Robert E. Bergman and Thomas V. Moore</td>
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<td>65.</td>
<td>Managing Performance Improvement Projects</td>
<td>Jim Fuller</td>
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<td>66.</td>
<td>Management of the Absurd; Paradoxes in Leadership</td>
<td>Richard Farson</td>
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67. *Measuring Instructional Intent* by Robert F. Mager
68. *Motivating and Rewarding Employees: New and Better Ways to Inspire Your People* by Alexander Hiam
69. *Multimedia: Making It Work* by Macromedia (CD included)
70. *The New Basics: Education and the Future of Work in the Telemetric Age* by David Thornburg
71. *New Drug Development: A Regulatory Overview* by Mark Mathieu
73. *Performance Improvement Pathfinders: Models for Organizational Learning Systems, Volume 1*, by Peter J. Dean and David E. Ripley
74. *Performance Improvement Interventions: Instructional Design and Training, Volume 2*, by Peter J. Dean and David E. Ripley
75. *Performance Improvement Interventions: Performance Technologies in the Workplace, Volume 3*, by Peter J. Dean and David E. Ripley
76. *Performance Improvement Interventions: Culture and Systems Change, Volume 4*, by Peter J. Dean and David E. Ripley
77. *Performance-Based Certification: How to Design Valid Defensible Cost-Effective Program* by Judith Hale
78. *Performance-Based Evaluation* by Judith Hale (1 CD included)
79. *Performance-Based Instruction: Linking Training to Business Results* by Dale Brethower and Karolyn Smalley. (Contains 1 Windows floppy disk with job aids)
80. *Performance-Based Management: What Every Manager Should Do To Get Results* by Judith Hale
81. *Performance Intervention Maps, 36 Strategies For Solving Your Organizations Problems* by Ethan Sanders and Thiagi
82. *The Performance Technologist* by ISPI Publications
83. *The Power of Mindful Learning* by Ellen J. Langer
84. *The Trainer’s Portable Mentor* by Terrence Gargiulo
87. *Principle-Centered Leadership* by Stephen R. Covey
88. *The Quick & Easy Way to Effective Speaking* by Dale Carnegie
89. *Resizing the Organization: Managing Layoffs, Divestitures and Closings* by Kenneth DeMeuse and Mitchell Marks
90. *Serious Performance Consulting According to Rummler* by Geary Rummler
91. *Simulation Games, 6th Edition* by Thiagi
94. *Team and Organization Development Sourcebook* by Mel Silberman (Patricia Philips)
97. *Training Ain’t Performance* by Harold Stolovitch
98. *Telling Ain’t Training* by Harold Stolovitch
100. *Training to Imagine: Practical Improvisational Theatre Techniques To Enhance Creativity, Teamwork, Leadership And Learning* by Kat Koppett


102. *Web-Based Training: Using Technology to Design Adult Learning Experiences* by Margaret Driscoll